



AMERICAN EMBASSY



ADMINISTRATIVE MANAGEMENT SPECIALIST

(BASED IN IRANAWILA)

The U.S. Mission in Colombo is seeking candidates for the position of Administrative Management Specialist for the International Broadcasting Bureau (IBB) Transmitting Station at Iranawila, Chilaw.

As the Administrative Management Specialist, you will be responsible for advising the Station Manager on all aspects of financial management, dealing with procurement & contracting and coordinating all IBB station personnel matters with embassy.

Are you fluent in speaking /reading/ writing English and good working knowledge of Sinhala or Tamil? (English will be tested.) Do you have the ability in planning, organizing, directing and coordinating diverse activities and communicate effectively? If the answer is 'Yes' to the above and also if you meet the below qualifications, then you may be the person we're looking for!

Please send us your detailed CV along with a cover page containing the following questions & your answers:

1. Position applied, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address and E-mail address, 4. Telephone numbers, 5. National Identity Card Number, 6. Names of any relatives or members of your household who work for the U.S. Government if any (Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Have you successfully completed G.C.E. (A/L) (Y/N, if 'Y', Results and Year of Examination), 9. Do you have one year professional studies in business administration /accounting or finance? (Y/N, If "Y", Course Name, Institute, Starting & Ending Dates of the course), 10. Do you have a minimum of three years' experience in finance, accounting or business administration ? (Y/N; If 'Y', state employer, position title, years/months of employment in each position, and summary of duties), 11. What is your current monthly take-home salary?

Applications without a cover page may not be considered.

Also, if your answer is 'No' to questions 7, 8 and 9 your application will not be considered.

The monthly take-home salary for this position will be Rs.152,861/-

Your application should reach us on or before September 4, 2014, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Admin. Management Specialist" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note that only shortlisted candidates will be contacted.

The U.S. Embassy is an Equal Opportunity Employer-visit: <http://srilanka.usembassy.gov/>